



419 Cherry St., Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

Agenda

Lansing Housing Commission

February 23, 2022

1. Call to Order
 - a. Roll Call
 - b. Approval of Minutes of January 26, 2022
2. Action Items:
3. Informational Items:
 - a. Finance Report January 2022 Steven Raiche
 - b. Housing Choice Voucher January 2022 Jennifer Burnette
 - c. Asset Management Report January 2022
 - LaRoy Froh &Scattered Sites Marcus Hardy
4. Discussion Items:
 - a. Section 18 Update
5. Other Items:
6. Executive Director's Comments.
7. President's Comments
8. Public Comment – limit 3 minutes per person.
9. Adjournment.

Minutes of January 26, 2021

Commissioner Henry called the meeting to order at 5:34 p.m. Mr. Fleming, called the roll.

PRESENT AT ROLL CALL: Commissioners Emma Henry, Don Sober, Loria Hall, Heather Taylor joined at 6:03 pm, Ashlee Barker

STAFF:

Douglas Fleming	Marcus Hardy
Kim Shirey	Jennifer Burnette

Steven Raiche – Contractor
Victor Verchereau – Contractor

Guests:

None

Commissioner Barker moved and Commissioner Hall seconded a motion to approve the minutes of the December 20, 2021, commission meeting. **The Motion was approved by all members present.**

Action Items:

Resolution 1330 – approval of changes to the Resident Selection Criteria for Capital City Apartments formally known as South Washington.

- Doug – Capital City formally known as South Washington used to be a senior building and at some point, it was difficult to rent to seniors only at that time, so they changed their preferences to basically let anyone live there. LHC wants to reinstitute turning the building back into a senior building. This will also alleviate some of the management issues with having 22-year-old individuals and 55- and 60-years old's living in the same building. With the different groups on different schedules with what they are doing. Changing the preference when they come off the waitlist to senior 62+ and senior 50+ will help this. That is why we want to change the tenant selection plan with these preferences.
- Commissioner Barker asked once this is instituted would this impact existing residents that live in the building. Answer no it will not. Anyone that does not meet the preference

criteria that is currently living in the building can remain in the building. It is for the waitlist for future move-ins, we will use these preferences.

- Commissioner Hall had a concern, it is difficult for seniors to live with 20, 25-year-olds. Is it difficult to just make the building senior? Answer yes, it is. That is why we are doing the preference first. HUD had many steps to go through to make the building a senior building. It is our intention to go through all the steps required from HUD to make the building a senior building. So, for now that is why we want to change the preference so we don't fill the building with a lot of younger people who will get grandfathered in and be able to stay until they move out.

Commissioner Barker motioned and Commissioner Sober seconded to approve. Mr. Fleming took a roll call. **Commissioner Hall aye, President Henry aye, Commissioner Sober aye.** **Four ayes and no nays.**

Additional Action Item – Doug's bonus per his contract.

- President Henry – as you all know Doug is serving as a contract employee for LHC and doesn't have the benefits of being a standard W-9 employee. In his contract, he has a bonus arrangement every year by January 31st the Board has to approve that bonus.

President Henry motioned and Commissioner Hall seconded a motion to approve the bonus. **The Motion was approved by all members present.**

Informational Items:

Finance Report January 2022

Steven Raiche

- Steven met with the finance committee (Doug, Emma, and Ashley). In the month of December, we received additional operating money for our LIPH amps this is a year-to-date true-up for an additional allowance from HUD which brought us to 97% of what we budgeted for the calendar year ending December 31. We budgeted 92% in our current year budget. Our year-to-date financials are in good order compared to the budget approved by the Board.
- Doug – one of the reasons we moved to RAD is that HUD awards us a certain amount of operational funds every year. They start out at 86% or 87% then they move to whatever budget they have. HUD keeps going back to congress to look at where they

are at with their budget during the year at the end of the year, they say we happen to have more funds, so this year public housing authorities are going to give you a few more dollars. It could be 92 cents on the dollar it could be 98 cents on the dollar. There have been years it has been over 100% of what we ask for budget. That happens a lot less frequently. One of the good things about moving to RAD with our properties is that under a HAP contract we get the revenue tied to the actual rents. So, whatever rents we collect every month minus the bad debt that is what our revenue is for the year. So, we control our revenue under that scenario. That is one of the huge advantages of moving to a RAD process. I just want to point out that when Steve says we got extra revenue from HUD in December, that is not unusual, but we never know what that amount is. So, we fly blind basically all year long until HUD tells us how much we will be getting.

- President Henry – Ashley, Steve, Doug, and I had a chance to speak to the auditors yesterday and the general understanding and comments were that they were happy with LHC for cleaning up a few things on the books over the past few years. This specific auditor has been working with us as well over the past years we have gone through RAD. It was cleaning up things like our pension liabilities and all other kinds of things we have been involved with. So, the comments were positive, and it looks like we are moving in a good direction.
- Steve – We wanted to confirm that we got a clean opinion from Plante Moran which is an external audit. It is always nice to have somebody else look at what we are doing and confirm that the number that you are seeing on a monthly basis is consistent with the way they should be reported. A couple of highlights, we continue to operate in a financially strong position. We can provide a lot of services and still build our cash balances. Some of that does relate to some additional COVID funding that we got last year. We are well-positioned to continue to make the statement and be flexible for the opportunities that come up that align with our mission.

Housing Choice Voucher January 2022

Jennifer Burnette

Jennifer Burnette provided a brief overview of the January 2022 HCV Reports.

- LHC issued ten (10) vouchers in the month of January. We had two (2) VASH orientations virtually were held for the month of January 2022 two (2) vouchers were issued.

- Emergency Housing Vouchers: 11 of the 32 Emergency Housing Vouchers have been leased up and are housed, 6 are pending calculation or inspection. We have 15 that are issued and are out searching for housing.
- 100 regular HCV Applications mailed out in December are pending return, 56 households are out searching for units, 7 applicants are pending documentation or final approval, 3 applicants are pending a hearing, 6 units approved and pending inspections and 11 pending leased up.

Asset Management Report – January 2022

LaRoy Froh (LRF) & Public Housing (PH) Scattered Sites – Marcus Hardy

- **LRF** had an occupancy rate of 89% at the end of January. There was zero (0) move-in, zero (0) move-outs and zero (0) transfer.

There are 11 vacant units as they prepare for RAD those units will not be filled. We have a couple of our elderly residents that are in the process of moving to Oliver Gardens. There are 90 open work orders.

- **Public Housing Scattered Sites** had an occupancy rate of 97% at the end of January. There was zero (0) move-in, zero (0) move-outs and zero (0) transfer.

There are 9 vacancies. There are 110 open work orders. The majority of those are City Inspection items that are getting ready to be closed.

Commissioner Henry asked what the move-in process is like. Is it like we have all these vacant units, and it is a mad dash to fill them or how will we be managing this?

Discussion Items:

- RAD update –Doug Fleming
 - Moving forward with the final RAD closing which is LRF is still on schedule for mid to late February. We are creating space for the construction people to do their work. we talked about moving residents off-site so we will have enough space.
 - Construction has begun at Hildebrandt. We have two vacant buildings and one single-story one-bedroom units.

- Waverly Place construction will be done around June 1st. Capital City will hopefully be done by the end of 2022 around November or December. Hildebrandt and LaRoy Froh will be into 2023 before construction will be done.
- Another major milestone at Capital City is they are starting construction on the new offices that will be in the front of the building which will change the look of the front of the building.
- Oliver Gardens is moving through an April submission for tax credits to do a full renovation. They are also looking into adding a three-story building in Oliver Gardens to add 30 additional units.

Other Items:

- a. Long Range Planning – Doug Fleming
 - We have a date of the next long-range planning. It will be held at 419 Cherry on February 15.

Executive Director's Comments:

Activities

Capital Projects

- Looking into development options for Oliver Gardens (30 units) to renovate and potentially add units. Looking to submit tax credit for this project in April

RAD Activities

- LaRoy Froh will be closing February 2022

Other Activities

- Union negotiations – Finalizing contract.
- We will be moving back in COCC around February 15.
- Moving forward on the Holy Cross grants we will be making an evaluation on whether we want to maintain those grants or apply for those grants long term. The first grant renews either June or July of this year and the 4 grants that we had in total one in June one in July and two in August. We are trying to make a financial evaluation as we have taken those over and trying to work them to see if we can maintain them long term. We

are tracking them financially on their own so we will have a clear picture of where the grants are and what the possibilities are as we move forward with them.

- Finalize the memorandum of understanding of up to \$100,000 that we committed with Capital Area Housing Partnership to support the HARA and some of the other activities that were being provided by Holy Cross.
- Sent the RFP out for the scattered houses. We have had a second meeting with the top bidder. At this point, it is a very fair offer for the houses that they are interested in buying is in excess of 15 million dollars to the agency. We are still doing our due diligence. They are interested in having us continue to manage the properties after they purchase them. That is something we are evaluating. They will provide the capital. They have worked with the Pontiac housing authority. I will be making an in-person visit to talk to the executive director and ask him about his experience and how they worked not only in purchasing the homes from them and how they worked in supporting them. Pontiac is managing their scattered-site portfolio as well for this group. It would be a very similar model which is why I am interested in talking to him and seeing how that whole experience down there and who they feel about it. The group is very well capitalized which is great. They have a total commitment to keeping the units affordable. We will provide the section 18 vouchers for the folks that are living there so they will not have to move. There will be little disruption to the residents in scattered housing.

Other Items: none

President's Comments:

- Audit time in January is always a time to start thinking about what has happened in the last year. If you look at the numbers, it has been crazy even though we have been in a pandemic, and we haven't actually seen each other. We have brought on a couple of new commissioners that have never met and still been able to get a lot done through this group. Great work to everyone involved on the Board, staff, and Doug included, and looking forward to where we can go in the next 12 months. Who knows what we can accomplish next?
- Heather Taylor had a question about Doug's report. With regards to the scattered sites, what is the advantage to us to continue to manage them? Answer – Doug – it would be a solid cash flow that we get for a management fee. We are pretty good at moving people in and getting rid of residents that shouldn't be there. That is kind of our core business that we have done forever and ever. It provides us with a really nice solid cash flow month to month to support all the other activities that we do. The management fee is fair. We feel like with the amount of the management fee that they pay, that with the staff levels that we need to get the job done because of our efficiency and effectiveness it will be a little profit center and will be steady income every month. The reason that we don't want the houses and a big reason why we have entered into section 18 is that the





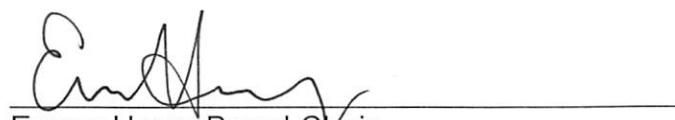
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capital needs of the houses are extensive. It was very difficult to maintain houses at the level that they did.

Public Comment: limit 3 minutes per person

Other Business: none

Adjournment: The meeting was adjourned at 6:19 p.m.


Emma Henry Board Chair

Date 2/23/2022


Doug Fleming, Acting Secretary

Date 2/23/2022

Lansing Housing Commission
Summary Results for January FY2022

Description	LIPH Total	COCC	HCV Admin	HCV	BA
REVENUE:					
Total Revenue Variance - Fav (Unfav)	111,354	(37,180)	18,875	15,686	-
Tenant Revenue Variance	3,837	-	-	-	-
HUD Revenue Variance	93,019	6,678	2,126	14,903	-
Capital Fund Income	18,355	-	-	-	-
Other Income	(3,857)	(43,858)	16,749	783	-
Other	-	-	-	-	-
Budgeted Revenue	169,150	82,625	90,552	965,550	-
% Variance fav (unfav)	66%	-45%	21%	2%	0%
EXPENSES:					
Total Expense Variance Unfav (Fav)	82,770	45,070	15,991	(47,685)	40
Salary Expenses	22,049	(25,904)	4,525	-	-
Employee Benefit Expenses	20,589	(8,718)	5,037	-	-
Utilities	(10,620)	(1,478)	-	-	-
Write-offs	(240)	-	-	-	-
Legal	(1,500)	(270)	-	-	-
Professional Services	4,487	1,060	(742)	-	-
Admin Services	3,000	66,493	297	-	-
Insurance	7,038	958	911	-	40
Sundry/Postage/Office Supplies	(4,561)	11,261	(507)	-	-
Management Fee	5,461	-	426	-	-
HAP Expense	-	-	(47,685)	-	-
Inspections	-	-	137	-	-
Pilot	7,069	-	-	-	-
Maintenance Costs	24,748	4,585	-	-	-
Maintenance Contract - Unit Turns	(1,280)	-	-	-	-
Other	6,529	(2,916)	5,906	(0)	-
Budgeted Expense	336,417	103,229	81,924	965,000	-
% Variance fav (unfav)	-25%	-44%	-20%	5%	0%
Gain(Loss) on Sale of Assets	-	-	-	-	-
Curr Mo. Actual Net Income (Loss)	\$ 61,462	\$ (102,853)	\$ 11,512	\$ 63,921	\$ (40)
YTD Actual Net Income (Loss) Net of CWIP	\$ 648,967	\$ (190,017)	\$ (130,324)	\$ (212,892)	\$ 321,723
Prior YR YTD Net Income (Loss)	\$ 1,872,778	\$ 520,351	\$ 205,418	\$ 8,377	\$ 8,805,123
Cash Balance - January	\$ 2,902,888	\$ 1,663,669	\$ 977,030	\$ 402,493	\$ 715,336
Cash Balance - December	\$ 2,781,553	\$ 1,912,158	\$ 886,887	\$ 335,327	\$ 715,336
Cash Balance - June 2021	\$ 1,916,110	\$ 1,350,385	\$ 1,119,729	\$ 465,867	\$ 393,609
Cash Balance - June 2020	\$ 2,579,975	\$ 856,102	\$ 827,066	\$ 496,344	

Lansing Housing Commission
Summary Results YTD for January FY2022

Description	LIPH Total	COCC	HCV Admin	HCV	BA
REVENUE:					
Total Revenue Variance - Fav (Unfav)	1,204,407	(131,340)	(20,263)	(352,616)	88,991
Tenant Revenue Variance	39,531	-	-	-	-
HUD Revenue Variance	554,164	24,386	(53,519)	(358,128)	-
Capital Fund Income	623,458	-	-	-	-
Other Income	(12,746)	(155,725)	33,256	5,512	98,991
Other	-	-	-	-	(10,000)
Budgeted Revenue	2,603,169	574,686	611,916	6,758,850	5,764,775
% Variance fav (unfav)	46%	-23%	-3%	-5%	2%
EXPENSES:					
Total Expense Variance Unfav (Fav)	654,110	(80,177)	43,710	(135,874)	2,044
Salary Expenses	74,768	(91,722)	9,948	-	-
Employee Benefit Expenses	64,746	(55,617)	11,746	-	-
Utilities	74,399	(7,447)	(411)	-	-
Write-offs	(7,490)	-	-	-	-
Legal	(9,457)	(1,102)	-	-	-
Professional Services	90,708	12,657	16,238	-	-
Admin Services	7,000	39,463	-	-	1,670
Insurance	40,479	(3,437)	1,066	-	-
Sundry/Postage/Office Supplies	10,206	7,054	16,904	-	-
Management Fee	30,883	-	(10,703)	-	374
HAP Expense	145,394	-	-	(135,874)	-
Pilot	21,331	-	-	-	-
Inspections	1,860	400	(7,245)	-	-
Maintenance Costs	145,273	15,216	435	-	-
Maintenance Contract - Unit Turns	(44,165)	-	-	-	-
Other	8,175	4,360	5,733	-	-
Budgeted Expense	2,210,311	713,540	678,267	6,755,000	30,000
% Variance fav (unfav)	-30%	11%	-6%	2%	-7%
Gain(Loss) on Sale of Assets	-	-	-	-	2,215,454
YTD Actual Net Income (Loss) Net of CWIP	\$ 773,941	\$ (190,017)	\$ (130,324)	\$ (212,892)	\$ 321,723
YTD Budgeted Net Income (Loss)	\$ 359,980	\$ (138,854)	\$ (66,351)	\$ 3,850	\$ 234,775
Prior YR YTD Net Income (Loss)	\$ 1,872,778	\$ 520,351	\$ 205,418	\$ 8,377	\$ 240,123

January Ratios

HCV Ratios				Prior Months
Number of Vouchers Used	1,678			
HCV 8002 Expenses	\$ 915,340.18			12/21 \$ 592.25
Average Cost Per Voucher	<u>\$ 545.49</u>			11/21 \$ 566.41
				10/21 \$ 543.62
LIPH Ratios				Prior Months
Year-to-Date Occupancy Rate	January 2022	PY January		
Total	383	797		
YTD Average Number of Units Leased	407	833		12/21 94.6%
Number of Possible Units	<u>94.1%</u>	<u>95.7%</u>		11/21 94.1%
Year-to-Date Occupancy Rate				10/21 94.5%
Average Revenue Per Occupied Unit				
Total LIPH Revenue	\$ 280,503.86	\$ 501,432.82		12/21 \$ 1,207.93
Average Revenue Per Occupied Unit	<u>\$ 395.63</u>	<u>\$ 629.15</u>		11/21 \$ 567.85
Average Tenant Revenue Per Occupied Unit				10/21 \$ 530.95
Total Tenant Revenue	\$ 25,668.00	\$ 111,258.00		
Average Tenant Revenue Per Occupied Unit	<u>\$ 67.02</u>	<u>\$ 139.60</u>		
Average Cost Per Occupied Unit				
YTD Average Monthly Expenses	\$ 409,202.90	\$ 493,957.09		12/21 \$ 523.14
Average Cost Per Occupied Unit	<u>\$ 577.16</u>	<u>\$ 619.77</u>		11/21 \$ 459.92
				10/21 \$ 413.79
Company Ratios				
Operating Reserves	LIPH	COCC	HCV Admin	
Bank Account Balance	\$ 2,902,888.38	\$ 1,663,669.12	\$ 977,029.68	
YTD Expenses	\$ 2,864,420.27	\$ 633,363.34	\$ 721,977.13	
Number of Months	7	7	7	
Average Monthly Expenses	\$ 409,202.90	\$ 90,480.48	\$ 103,139.59	
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>7.09</u>	<u>18.39</u>	<u>9.47</u>	
Prior Months				
12/21	7.48	23.65	8.53	
11/21	6.92	20.82	10.63	
06/21	4.58	18.52	13.62	
06/20	5.62	14.23	11.20	
06/19	4.19	17.81	7.12	

Lansing Housing Commission

Budget vs. Actual

AMP Consolidated

For the Period Ending January 31, 2022

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 296,161	\$ 256,630	\$ 39,531	\$ 645,586	\$ 365,785	\$ 109,155
Tenant Revenue - Other	16,667	18,668	(2,001)	42,906	30,180	11,513
Total Tenant Revenue	\$ 312,828	\$ 275,298	\$ 37,531	\$ 688,492	\$ 395,965	\$ 120,668
HUD PHA Operating Grants	2,855,214	2,198,393	656,822	3,292,783	3,013,536	815,143
CFP Operational Income	701,528	-	701,528	1,043,394	-	-
Fraud Recovery and Other	2,231,529	13,476	2,218,054	(2,280,621)	29,667	16,192
Total Operating Revenue	\$ 6,101,100	\$ 2,498,328	\$ 3,602,772	\$ 2,744,048	\$ 3,460,687	\$ 963,449
Administrative Salaries	\$ 142,941	\$ 122,586	\$ 20,355	\$ 249,639	\$ 181,251	\$ 58,665
Auditing Fees	20,000	22,990	(2,990)	21,000	22,990	-
Management Fees	168,693	137,810	30,883	722,369	213,107	75,296
Bookkeeping Fees	23,747	19,920	3,827	51,630	30,795	10,875
Employee Benefits Contributions - Administrative	41,783	54,312	(12,529)	92,185	80,537	26,225
Office Expenses	68,326	64,380	3,946	99,996	84,482	20,102
Legal Expense	10,043	19,500	(9,457)	29,809	27,000	7,500
Travel	107	-	107	-	-	-
Other	7,468	4,050	3,418	19,110	7,500	3,450
Tenant Services - Other	18,243	10,800	7,443	14,087	10,800	-
Water	113,446	70,383	43,062	288,665	82,167	11,783
Electricity	46,143	26,975	19,168	141,889	27,600	625
Gas	41,292	17,108	24,184	76,230	27,515	10,407
Other Utilities Expense	21,949	33,965	(12,016)	-	34,215	250
Ordinary Maintenance and Operations - Labor	153,321	98,909	54,412	203,176	139,004	40,095
Ordinary Maintenance and Operations - Material	89,400	55,140	34,260	90,507	59,340	4,200
Ordinary Maintenance and Operations - Contract	311,940	236,075	75,865	446,084	349,890	113,815
Employee Benefits Contributions - Ordinary	158,544	81,269	77,275	161,026	117,604	36,335
Protective Services - Other Contract Costs	5,109	2,635	2,474	8,993	2,635	-
Property Insurance	91,041	66,817	24,225	121,880	103,470	36,654
Liability Insurance	30,689	24,623	6,066	47,118	38,322	13,699
Workers Compensation	-	-	-	-	-	-
All Other Insurance	34,687	24,498	10,189	18,555	32,568	8,070
Other General Expenses	106,341	15,634	90,708	136,507	23,714	8,080
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	34,067	12,736	21,331	15,021	20,870	8,134
Bad debt - Tenant Rents	7,310	14,800	(7,490)	20,890	19,800	5,000
Interest Expense	-	-	-	65,042	-	-
Total Operating Expenses	\$ 1,746,632	\$ 1,237,916	\$ 508,716	\$ 3,141,408	\$ 1,737,176	\$ 499,260
Net Income (Loss)	\$ 4,354,468	\$ 1,260,412	\$ 3,094,056	\$ (397,360)	\$ 1,723,511	\$ 464,189

Lansing Housing Commission
Budget vs. Actual
COCC
For the Period Ending January 31, 2022

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 280,373	\$ 624,009	\$ (343,636)	\$ 839,437	\$ 789,866	\$ 165,857
Bookkeeping Fees Income	23,747	19,925	3,822	51,629	30,805	10,880
Administrative Fees	71,045	250,452	(179,407)	-	469,742	219,290
Fraud Recovery and Other	68,181	44,500	23,681	48,382	62,000	17,500
Total Operating Revenue	\$ 443,347	\$ 938,886	\$ (495,540)	\$ 939,448	\$ 1,352,413	\$ 413,527
Administrative Salaries	\$ 138,673	\$ 174,611	\$ (35,938)	\$ 105,079	\$ 304,896	\$ 130,285
Auditing Fees	7,000	5,665	1,335	5,250	5,665	-
Employee Benefits Contributions - Admin	42,233	71,405	(29,172)	29,744	121,355	49,950
Office Expenses	45,319	273,881	(228,562)	33,222	490,752	216,871
Legal	2,398	3,500	(1,102)	3,384	6,000	2,500
Travel	1,721	-	1,721	-	-	-
Other	30,410	12,852	17,558	18,450	25,834	12,982
Tenant Services - Other	4,944	-	4,944	-	-	-
Water	707	1,249	(542)	800	2,185	936
Electricity	4,924	11,500	(6,576)	7,306	19,200	7,700
Gas	642	1,195	(553)	920	2,820	1,625
Other Utilities Expense	504	280	224	337	480	200
Ordinary Maintenance and Operations - Labor	30,086	84,870	(54,784)	-	159,240	74,370
Ordinary Maintenance and Operations - Material	326	3,200	(2,874)	1,260	4,400	1,200
Ordinary Maintenance and Operations - Contracts	24,419	8,660	15,759	11,421	15,010	6,350
Employee Benefits Contributions - Ordinary	10,569	34,001	(23,432)	-	64,121	30,120
Protective Services - Other Contract Costs	-	500	(500)	878	800	300
Property Insurance	4,679	3,609	1,070	1,288	3,609	-
Liability Insurance	952	1,393	(441)	113	1,393	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	334	4,400	(4,066)	4,400	4,400	-
Other General Expenses	282,524	16,769	265,755	194,509	28,044	11,275
Compensated Absences	-	-	-	-	-	-
Interest Expense	-	-	-	738	-	-
Total Operating Expenses	\$ 633,363	\$ 713,540	\$ (80,177)	\$ 419,099	\$ 1,260,204	\$ 546,664
Net Income (Loss)	\$ (190,017)	\$ 225,346	\$ (415,363)	\$ 520,349	\$ 92,209	\$ (133,137)

**Lansing Housing Commission
Budget vs. Actual
Housing Choice Voucher
For the Period Ending January 31, 2022**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 6,955,269	\$ 7,366,916	\$ (411,647)	\$ 7,389,412	\$ 12,646,676	\$ 5,279,760
Other Revenue	24,305	-	24,305	342	-	-
Fraud Recovery and Other	18,313	3,850	14,463	9,434	6,600	2,750
Total Operating Revenue	\$ 6,997,887	\$ 7,370,766	\$ (372,879)	\$ 7,399,189	\$ 12,653,276	\$ 5,282,510
Administrative Salaries	\$ 283,140	\$ 273,192	\$ 9,948	\$ 217,614	\$ 441,982	\$ 168,790
Auditing Fees	25,000	28,875	(3,875)	26,250	28,875	-
Management Fees	111,680	122,383	(10,703)	117,068	213,335	90,952
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	81,433	72,903	8,530	50,803	117,628	44,725
Office Expenses	142,743	114,381	28,362	108,261	155,742	41,361
Legal Expense	-	-	-	-	-	-
Travel	1,208	-	1,208	-	-	-
Other	158	35,000	(34,842)	-	60,000	25,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	89	500	(411)	668	1,000	500
Ordinary Maintenance and Operations - Materials	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contract	28,190	-	28,190	50,627	-	-
Protective services - Other Contract Costs	-	-	-	269	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	16,596	12,375	4,221	9,242	21,450	9,075
Workers Compensation	-	-	-	-	-	-
All Other Insurance	1,245	4,400	(3,155)	-	-	-
Other General Expenses	30,496	14,258	16,238	11,098	24,818	10,560
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	6,619,126	6,755,000	(135,874)	6,593,435	11,580,000	4,825,000
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	\$ 7,341,103	\$ 7,433,267	\$ (92,164)	\$ 7,185,335	\$ 12,644,830	\$ 5,211,563
Net Income (Loss)	\$ (343,216)	\$ (62,501)	\$ (280,716)	\$ 213,854	\$ 8,446	\$ 70,947

**Lansing Housing Commission
1010 Mt. Vernon Park
Balance Sheet for January 2022**

	Period	Amount	Balance
ASSETS			
1010-0000-111102 Cash-Security Deposits		-	10,200.30
1010-0000-111111 Chase Checking		(51,719.27)	654,690.80
1010-0000-112200 Accounts Receivable		1,440.00	3,495.00
1010-0000-112201 Allowance for Doubtful Accounts		(213.71)	(349.50)
1010-0000-112220 A/R Repayment Agreement		-	-
1010-0000-112500 Accounts Receivable HUD		-	-
1010-2010-112500 Accounts Receivable HUD		-	-
1010-0000-112954 Accounts Receivables-Misc		-	2,267.25
1010-0000-114500 Accrued Interest Receivable		-	55.29
1010-5005-115700 Intercompany		61,480.68	(9,130.59)
1010-0000-116201 Investments Savings		-	74,168.03
1010-0000-121100 Prepaid Insurance		(2,197.02)	15,452.46
1010-0000-140000 Land		-	114,150.00
1010-0000-144000 Construction in Progress		-	6,053.00
1010-3000-144000 Construction in Progress		-	53,314.39
1010-0000-146000 Dwelling Structures		-	2,567,885.60
1010-1010-146000 Dwelling Structures		-	-
1010-0000-146500 Dwelling Equipment - Ranges &		-	20,325.87
1010-1010-146500 Dwelling Equipment - Ranges &		-	-
1010-3000-146500 Dwelling Equipment - Ranges &		-	-
1010-0000-148100 Accumulated Depreciation-Build		-	(2,355,778.23)
1010-1010-148100 Accumulated Depreciation-Build		-	-
1010-1010-148300 Accumulated Depreciation-Equip		-	-
1010-0000-150300 Deferred Outflow - MERS		-	359,796.50
1010-0000-150301 Deferred Outflows-OPEB		-	13,185.00
TOTAL ASSETS		8,790.68	1,529,781.17
LIABILITIES			
1010-0000-200000 OPEB Liability		-	10,413.00
1010-0000-200300 Pension Liability		-	227,551.00
1010-0000-210000 Construction Costs Payable		-	-
1010-0000-211100 Accounts Payable		(1,975.78)	291.42
1010-0000-211343 Accounts Payable Misc		-	-
1010-0000-211400 Tenant Security Deposits		-	10,200.30
1010-0000-211999 Tenant Refunds		296.00	11,213.50
1010-0000-212000 Accrued Payroll		-	2,422.62
1010-0000-213400 Utility Accrual		-	321.00
1010-0000-213500 Accrued Comp Absences - Curr		-	762.56
1010-0000-213700 Payment in Lieu of Taxes		1,040.59	15,015.15
1010-0000-214000 Accrued Comp Absences - non curr		-	4,320.59
1010-0000-260600 Note Payable Non Curr - PNC		-	-
1010-0000-260601 Note Payable - Curr - PNC		-	-
1010-0000-210000 Deferred Inflow - MERS		-	62,251.00
1010-0000-210001 Deferred Inflows - OPEB		-	50,958.00
1010-0000-270000 Deferred Inflows		-	-
TOTAL LIABILITIES		(639.19)	395,720.14
EQUITY			
1010-0000-280100 Invest C		-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets		-	801,692.03
1010-0000-282000 Income and Expense Clearing		9,429.87	(4,119,035.89)
1010-0003-282000 Income and Expense Clearing		-	(77.99)
1010-1010-282000 Income and Expense Clearing		-	(320.14)
1010-1010-282000 Income and Expense Clearing		-	(72,265.80)
1010-2010-282000 Income and Expense Clearing		-	(75.00)
1010-3000-282000 Income and Expense Clearing		-	2,090,239.82
TOTAL EQUITY		9,429.87	1,134,061.03
TOTAL LIABILITIES & EQUITY		8,790.68	1,529,781.17

**Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for January 2022**

	Period Amount	Balance
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	36,398.00
1020-0000-111111 Chase Checking	47,882.34	700,681.96
1020-0000-112200 Accounts Receivable	4,683.00	12,126.00
1020-0000-112201 Allowance for Doubtful Accounts	(1,491.40)	(1,212.60)
1020-0000-112220 A/R Repayment Agreement	-	-
1020-0000-112500 Accounts Receivable HUD	-	-
1020-2010-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	55.29
1020-5005-115700 Intercompany	(1,534.64)	(25,367.87)
1020-0000-116201 Investments Savings	-	74,168.04
1020-0000-121100 Prepaid Insurance	(7,770.96)	54,744.57
1020-0000-140000 Land	-	348,580.00
1020-0000-144000 Construction in Progress	-	52,892.89
1020-3000-144000 Construction in Progress	-	139,560.88
1020-0000-146000 Dwelling Structures	-	2,745,252.13
1020-1020-146000 Dwelling Structures	-	115,030.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	35,085.00
1020-1020-146500 Dwelling Equipment - Ranges &	-	21,635.00
1020-0000-148100 Accumulated Depreciation-Build	-	(2,738,837.02)
1020-1020-148100 Accumulated Depreciation-Build	-	(51,897.16)
1020-1020-148300 Accumulated Depreciation-Equip	-	(9,758.67)
1020-0000-150300 Deferred Outflow - MERS	-	313,828.50
1020-0000-150301 Deferred Outflows-OPEB	-	6,902.00
TOTAL ASSETS	41,768.34	1,829,866.94
LIABILITIES		
1020-0000-200000 OPEB Liability	-	5,450.00
1020-0000-200300 Pension Liability	-	190,560.00
1020-0000-210000 Construction Costs Payable	-	-
1020-0000-211100 Accounts Payable	3,262.30	3,670.90
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	-	21,177.00
1020-0000-211999 Tenant Refunds	(640.00)	18,039.71
1020-0000-212000 Accrued Payroll	-	9,930.43
1020-0000-213400 Utility Accrual	-	25,624.00
1020-0000-213500 Accrued Comp Absences - Curr	-	2,296.44
1020-0000-213700 Payment in Lieu of Taxes	4,499.21	25,701.88
1020-0000-214000 Accrued Comp Absences - non curr	-	13,013.16
1020-0000-260600 Note Payable Non Curr - PNC	-	-
1020-0000-260601 Note Payable - Curr - PNC	-	-
1020-0000-210000 Deferred Inflow - MERS	-	52,132.00
1020-0000-210001 Deferred Inflow - OPEB	-	26,675.00
1020-0000-270000 Deferred Inflows	-	-
TOTAL LIABILITIES	7,121.51	394,270.52
EQUITY		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(35,006.10)
1020-0000-282000 Income and Expense Clearing	34,646.83	(4,596,520.00)
1020-1020-282000 Income and Expense Clearing	-	(162,850.00)
1020-2010-282000 Income and Expense Clearing	-	(56.25)
1020-3000-282000 Income and Expense Clearing	-	2,465,139.77
TOTAL EQUITY	34,646.83	1,435,596.42
TOTAL LIABILITIES & EQUITY	41,768.34	1,829,866.94

**Lansing Housing Commission
1080 LaRoy Froh Townhomes
Balance Sheet for January 2022**

	Period Amount	Balance
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	40,398.00
1080-0000-111111 Chase Checking	101,997.94	975,342.94
1080-0000-112200 Accounts Receivable	501.87	19,973.21
1080-0000-112201 Allowance for Doubtful Accounts	381.15	(1,997.32)
1080-0000-112220 A/R Repayment Agreement	(12.00)	-
1080-0000-112500 Accounts Receivable HUD	-	-
1080-2010-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	3,225.00	3,225.00
1080-0000-114500 Accrued Interest Receivable	-	55.29
1080-5005-115700 Intercompany	11,566.75	(12,294.69)
1080-0000-116201 Investments Savings	-	74,168.03
1080-0000-121100 Prepaid Insurance	(8,089.86)	57,062.68
1080-0000-140000 Land	-	499,084.00
1080-0000-144000 Construction in Progress	(81,664.76)	30,072.28
1080-3000-144000 Construction in Progress	8,418.38	279,684.12
1080-0000-146000 Dwelling Structures	-	12,792,393.80
1080-1080-146000 Dwelling Structures	-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &	-	51,291.24
1080-0000-148100 Accumulated Depreciation-Build	-	(10,456,604.44)
1080-1080-148100 Accumulated Depreciation-Build	-	(234,955.00)
1080-0000-150300 Deferred Outflow - MERS	-	383,188.50
1080-0000-150301 Deferred Outflows-OPEB	-	11,114.00
TOTAL ASSETS	36,324.47	5,031,996.64
LIABILITIES		
1080-0000-200000 OPEB Liability	-	8,776.00
1080-0000-200300 Pension Liability	-	246,376.00
1080-0000-210000 Construction Costs Payable	-	-
1080-0000-211100 Accounts Payable	5,331.22	7,584.52
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	-	39,053.00
1080-0000-211999 Tenant Refunds	4,620.00	24,194.51
1080-0000-212000 Accrued Payroll	-	9,503.77
1080-0000-213400 Utility Accrual	-	13,941.00
1080-0000-213500 Accrued Comp Absences - Curr	-	1,104.85
1080-0000-213700 Payment in Lieu of Taxes	2,257.41	12,885.77
1080-0000-214000 Accrued Comp Absences - non curr	-	6,260.81
1080-0000-260600 Note Payable Non Curr - PNC	-	-
1080-0000-260601 Note Payable - Curr - PNC	-	-
1080-0000-210000 Deferred Inflow - MERS	-	67,401.00
1080-0000-270000 Deferred Inflows	-	-
TOTAL LIABILITIES	12,208.63	437,081.23
EQUITY		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	134,241.63
1080-0000-282000 Income and Expense Clearing	24,115.84	(1,268,629.00)
1080-1080-282000 Income and Expense Clearing	-	(96,075.00)
1080-2010-282000 Income and Expense Clearing	-	(56.25)
1080-3000-282000 Income and Expense Clearing	-	1,794,330.03
TOTAL EQUITY	24,115.84	4,594,915.41
TOTAL LIABILITIES & EQUITY	36,324.47	5,031,996.64

**Lansing Housing Commission
1090 South Washington Park
Balance Sheet for January 2022**

	Period Amount	Balance
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	1,777.00
1090-0000-111111 Chase Checking	20,164.57	572,172.68
1090-0000-112000 Accounts Receivable - Operations	-	33,093.00
1090-0000-112200 Accounts Receivable	-	3,439.60
1090-0000-112201 Allowance for Doubtful Accounts	290.93	(343.96)
1090-0108-112201 Allowance for Doubtful Accounts	-	-
1090-0000-112220 A/R Repayment Agreement	-	-
1090-0000-112500 Accounts Receivable HUD	-	-
1090-2010-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	55.29
1090-5005-115700 Intercompany	(17,575.91)	(11,890.78)
1090-0000-116201 Investments Savings	-	74,168.03
1090-0000-121100 Prepaid Insurance	(664.60)	5,122.50
1090-0000-140000 Land	-	36,534.00
1090-0000-144400 Construction in Progress	-	3,650.00
1090-3000-144400 Construction in Progress	-	72,259.90
1090-0000-146000 Dwelling Structures	-	288,076.96
1090-1090-146000 Dwelling Structures	-	-
1090-0000-146500 Dwelling Equipment - Ranges &	-	2,558.79
1090-0000-147000 Nondwellin Structures	-	-
1090-0000-148100 Accumulated Depreciation-Build	-	(281,631.86)
1090-1090-148100 Accumulated Depreciation-Build	-	-
1090-0000-150300 Deferred Outflow - MERS	-	359,216.50
1090-0000-150301 Deferred Outflows-OPEB	-	6,866.00
TOTAL ASSETS	2,214.99	1,165,123.65
LIABILITIES		
1090-0000-200000 OPEB Liability	-	5,422.00
1090-0000-200300 Pension Liability	-	227,085.00
1090-0000-210000 Construction Costs Payabe	-	-
1090-0000-211100 Accounts Payable	817.45	1,634.65
1090-0000-211343 Accounts Payable Misc	-	-
1090-0000-211400 Tenant Security Deposits	-	1,777.00
1090-0000-211999 Tenant Refunds	(1,015.00)	2,087.00
1090-0000-212000 Accrued Payroll	-	11,586.49
1090-0000-213400 Utility Accrual	-	160.00
1090-0000-213500 Accrued Comp Absences - Curr	-	3,591.55
1090-0000-213700 Payment in Lieu of Taxes	724.26	(1,107.77)
1090-0000-214000 Accrued Comp Absences - non curr	-	20,352.10
1090-0000-260600 Note Payable Non Curr - PNC	-	-
1090-0000-260601 Note Payable - Curr - PNC	-	-
1090-0000-210000 Deferred Inflow - MERS	-	62,123.00
1090-0000-210001 Deferred Inflow - OPEB	-	535.00
1090-0000-270000 Deferred Inflows	-	-
TOTAL LIABILITIES	526.71	335,246.02
EQUITY		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	-	52,038.44
1090-0000-282000 Income and Expense Clearing	1,688.28	(6,294,266.95)
1090-1090-282000 Income and Expense Clearing	-	(19,923.00)
1090-2010-282000 Income and Expense Clearing	-	(75.00)
1090-3000-282000 Income and Expense Clearing	-	4,008,258.14
TOTAL EQUITY	1,688.28	829,877.63
TOTAL LIABILITIES & EQUITY	2,214.99	1,165,123.65

**Lansing Housing Commission
5005 Central Office Cost Center
Balance Sheet for January 2022**

	Period	Amount	Balance
ASSETS			
5005-0000-111101 General Fund Checking		-	
5005-0000-111105 LHC-Payroll Account		(100.00)	66,644.64
5005-0000-111111 Chase Checking		(248,489.11)	1,663,669.12
5005-0000-112500 Accounts Receivable HUD		(63,374.50)	315,020.95
5005-0000-112954 Accounts Receivables-Misc		167,147.14	(426,342.02)
5005-1010-115700 Intercompany		(61,480.68)	9,130.59
5005-1020-115700 Intercompany		1,534.64	25,367.87
5005-1080-115700 Intercompany		(11,566.75)	12,294.69
5005-1090-115700 Intercompany		17,575.91	11,890.78
5005-4001-115700 Intercompany		5,839.50	885,499.61
5005-8001-115700 Intercompany		75,736.61	70,620.18
5005-8002-115700 Intercompany		3,244.52	154,201.59
5005-8005-115700 Intercompany		(1,974.80)	(3,948.81)
5005-8010-115700 Intercompany		12,284.81	16,961.43
5005-8020-115700 Intercompany		(56,000.00)	46,512.00
5005-8021-115700 Intercompany		56,000.00	(13,118.00)
5005-9101-115700 Intercompany		-	
5005-0000-121100 Prepaid Insurance		(598.57)	5,243.62
5005-0000-121200 Prepaid - Other		265.00	11,887.00
5005-0000-140000 Land		-	190,000.00
5005-0000-144000 Construction in Progress		-	41,738.84
5005-0000-146000 Dwelling Structures		-	775,620.74
5005-0000-146500 Dwelling Equipment - Ranges &		-	335,281.25
5005-0000-148100 Accumulated Depreciation-Build		-	(1,055,856.85)
5005-0000-150102 Investment in OG		-	411,617.62
5005-0000-150300 Deferred Outflow - MERS		-	73,349.00
5005-0000-150301 Deferred Outflows-OPEB		-	6,502.00
TOTAL ASSETS		(103,956.28)	3,629,787.84
LIABILITIES			
5005-0000-200000 OPEB Liability		-	5,138.00
5005-0000-200300 Pension Liability		-	159,315.00
5005-0000-210000 Construction Costs Payable		-	-
5005-0000-211100 Accounts Payable		(1,140.01)	60,492.34
5005-0000-211343 Accounts Payable Misc		-	-
5005-0000-211703 Union Dues Payable		(172.80)	(1,252.80)
5005-0000-211704 Health Insurance W/H		-	
5005-0000-212000 Accrued Payroll		-	8,104.41
5005-0000-213400 Utility Accrual		-	1,202.00
5005-0000-213500 Accrued Comp Absences - Curr		-	1,800.24
5005-0000-214000 Accrued Comp Absences - non curr		-	10,201.33
5005-0000-224000 Tenant Prepaid Rent		210.00	3,810.00
5005-0000-260700 Note Payable Non Curr - Davenport		-	
5005-0000-260701 Note Payable - Curr - Davenport		-	
5005-0000-210000 Deferred Inflow - MERS		-	43,585.00
5005-0000-210001 Deferred Inflow - OPEB		-	25,144.00
5005-0000-270000 Deferred Inflows		-	
TOTAL LIABILITIES		(1,102.81)	317,539.52
EQUITY			
5005-0000-280100 Invest C		-	262,455.00
5005-0000-280500 Unrestricted Net Assets		-	327,575.00
5005-0000-282000 Income and Expense Clearing		(102,853.47)	2,955,411.70
5005-1010-282000 Income and Expense Clearing		-	-3,277.50
5005-1090-282000 Income and Expense Clearing		-	3,990.83
5005-3000-282000 Income and Expense Clearing		-	-233,906.71
TOTAL EQUITY		(102,853.47)	3,312,248.32
TOTAL LIABILITIES & EQUITY		(103,956.28)	3,629,787.84

**Lansing Housing Commission
Housing Choice Voucher
Balance Sheet for January 2022**

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	90,142.20	977,029.68
8001-2010-111111 Chase Checking	-	-
8002-0000-111111 Chase Checking	67,165.70	402,492.96
8002-0000-112200 Accounts Receivable	-	-
8002-8002-112200 Accounts Receivable	-	-
8001-0000-112954 Accounts Receivables-Misc	-	2,966.15
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	(75,736.61)	(70,620.18)
8002-5005-115700 Intercompany	(3,244.52)	(223,001.59)
8001-0000-121100 Prepaid Insurance	(2,726.44)	19,084.07
8001-2010-144000 Construction in Progress	-	3,753.83
8001-0000-146500 Dwelling Equipment - Ranges &	-	44,423.50
8001-0000-148100 Accumulated Depreciation-Build	-	(28,063.43)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	107,995.00
8001-0000-150301 Deferred Outflows-OPEB	-	18,864.00
TOTAL ASSETS	75,600.33	1,254,923.99
LIABILITIES		
8001-0000-200000 OPEB Liability	-	14,897.00
8001-0000-200300 Pension Liability	-	234,571.00
8001-0000-210000 Construction Costs Payabe	-	-
8001-0000-211100 Accounts Payable	167.54	2,912.40
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-2010-211998 Deferred Income	-	-
8001-0000-212000 Accrued Payroll	-	21,077.27
8001-0000-213400 Utility Accrual	-	-
8001-0000-213500 Accrued Comp Absences - Curr	-	6,903.56
8001-0000-214000 Accrued Comp Absences - non curr	-	39,120.20
8001-0000-210000 Deferred Inflow - MERS	-	64,172.00
8001-0000-210001 Deferred Inflow - OPEB	-	98,906.00
8001-0000-270000 Deferred Inflows	-	-
TOTAL LIABILITIES	167.54	482,559.43
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(311,896.99)
8001-0000-282000 Income and Expense Clearing	11,511.61	907,939.10
8001-0003-282000 Income and Expense Clearing	-	(1,038.20)
8001-3000-282000 Income and Expense Clearing	-	(2,130.72)
8002-0000-280100 Invest C	-	3,047.00
8002-0000-280400 Restricted Net Assets	-	152,357.00
8002-0000-280500 Unrestricted Net Assets	-	453,953.00
8002-0000-282000 Income and Expense Clearing	63,921.18	66,204,422.16
8002-8002-282000 Income and Expense Clearing	-	(66,634,287.79)
TOTAL EQUITY	75,432.79	772,364.56
TOTAL LIABILITIES & EQUITY	75,600.33	1,254,923.99

February 23, 2022

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

January 2021 Housing Choice Voucher (HCV) Monthly Report

CONTACT PERSON:

Jennifer Burnette
Assistant Director of Housing Programs

Family Self Sufficiency (FSS):

LHC staff is continuing to outreach for additional participation with the FSS program.

HCV Orientations:

LHC issued thirteen (13) vouchers in the month of January.

Three (3) VASH orientations virtually were held for the month of January 2022, and three (3) vouchers were issued with the assistance of community partners.

Waiting List:

Emergency Housing Vouchers: 15 of the 32 Emergency Housing Vouchers have been leased up, 5 are pending calculation/inspection, and 13 are issued and are out searching for housing. 200 regular HCV applications mailed out during the month of January, 38 households are out searching for units, 7 applicants are pending documentation or final approval, 0 applicants are pending a hearing, 8 units approved and pending inspection and 14 pending lease-up.

Department Initiatives:

In the HCV Program, there are currently 1,695 vouchers housed in all its programs. 37 participants are with the Shelter Plus Care Program (S+C), 67 are housed under the Permanent Supportive Housing Program (PSH), 15 are housed under the Emergency Housing Voucher Program (EHV), and 132 are housed under the HUD Veterans Affairs Supportive Housing (VASH) 28 at Waverly Place, 20 are housed under the Holy Cross Rapid



"Equal Housing Opportunity"



TDD/TTY #: 1-800-545-1833 Ext. 919

Lansing Housing Commission Board Meeting February 23, 2022

Housing Choice Voucher Report January 2022

Page 1 of 6

Rehousing (HCRR), 47 are housed under the Holy Cross Permanent Supportive Housing (HCPSH) and 1,349 are housed under the Housing Choice Voucher Program.

Voucher Utilization

December Voucher Program Total Units	1,863
December Traditional HCV Utilization	1488
December % Utilized Units	80%

January Voucher Program Total Units	1,863
January Traditional HCV Utilization	1481
January % Utilized Units	79%

Voucher Disbursement

HUD December HAP Disbursement	\$997,358
LHC December HAP/UAP Disbursement	\$888,649
% Voucher Funding Utilization	91%

HUD January HAP Disbursement	\$895,656
LHC January HAP/UAP Disbursement	\$869,694
% Voucher Funding Utilization	97%
HUD Held Reserves as of October 2020	\$2,678,131

SEMAP Indicators

Indicator 1- Selection from the Waiting List

This indicator measures whether LHC has written policies in its administrative plan for selecting applicants from the waiting list. This indicator is not scored by PIC but is based on an internal review. LHC is on track to receive all points for this indicator out of a possible 15 as it does have a written policy.

Waiting List

PIC Scoring	Internal Scoring
N/A	15

Indicator 2- Rent Reasonableness

LHC has a method for determining the rent (for each unit leased) is reasonable based on current rents charged for comparable unassisted units. LHC reviewed rent reasonable for the fiscal year 2022. This indicator is not scored by PIC but based on an internal review. LHC will self-score 20 points for this indicator out of a possible 20.

Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

Indicator 3- Determination of Adjusted Income

This indicator measures if, at the time of admission and reexamination, LHC verifies and correctly determines adjusted annual income for each assisted family, and if LHC uses the appropriate utility allowance(s). This indicator is not scored in PIC but is based on an internal review and scoring. LHC completed 8 file audits with a requirement of 26 to be reviewed for scoring purposes. Therefore, LHC will self-score 20 points out of 20 for the fiscal year ending June 2022.

Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 12/01/2021. This indicator is not scored through PIC but is based on an internal review. Based on the internal review, LHC would receive five (5) of the possible five (5) points for this indicator by the end of the fiscal year.

Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

Indicator 5- HQS Quality Control Inspections

The number of Quality Control Inspections needed for the year is 28. During this reporting period zero (0) quality control inspections were conducted. This indicator is not scored by PIC but is based on an internal review. Based on the internal review LHC will self-score a five (5) out of the five (5) possible points.

Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5

Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24-hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely LHC stops (abates) HAP payment or terminates the contract. This indicator is not scored by PIC but is determined from an internal review. LHC's review indicates there were zero (0) 24-hour deficiencies and thirty-three (33) 30-day deficiencies. All corrected, abated, or terminated, as necessary.

HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

Indicator 7- Expanding Housing Opportunities

LHC adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty and minority concentration. This indicator is not scored in PIC but is based on an internal review. As of this reporting period, LHC records this indicator as receiving five (5) of a possible five (5)

Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

Indicator 8- Payment Standards

This indicator shows whether LHC has adopted a current payment standard schedule for the voucher program by unit size. During this reporting period, the HCV Payment Standards were increased to 110% of the success rate 50th percentile. The current payment standards have received Board approval. This indicator is not scored by PIC but is based on an internal review. As of this reporting period, LHC records indicate a five (5) out of a possible five (5) points will be received.

PIC Scoring	Internal Scoring
N/A	5

Indicator 9- Annual Reexamination

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of January 31, 2022, the reporting rate is 99%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

Indicator 10- Correct Tenant Rent Calculation

This indicator shows if LHC correctly calculates tenants' rent and the family share of the rent to the owner in the voucher program. As of this reporting period, PIC records indicate LHC will receive 100%. According to PIC records there are no tenant rent calculation discrepancies to report. Based on PIC, LHC records this indicator as receiving five (5) of a possible five (5) points.

Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

Indicator 11- Pre-Contract HQS Inspections

This indicator shows if newly leased units pass HQS inspection on or before the beginning date of the assisted lease and HAP contract. As of this reporting period, PIC recorded this indicator as receiving 100%. Based on PIC LHC would receive five (5) of a possible five (5) points.

Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

Indicator 12-Inspections

This indicator shows if LHC has inspected each unit under contract at least bi-annually. As of this reporting period, PIC recorded this indicator as receiving 99%. Based on PIC LHC would receive 10 of the possible 10 points.

Inspections

PIC Scoring	Internal Scoring
10	10

Indicator 13- Program Utilization

The department utilization rate during this reporting period is 79%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.

Program Utilization

PIC Scoring	Internal Scoring
N/A	20

Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 37 mandatory slots, 17 slots/households or (46%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.

Enrollment and Escrow Accounts are documented by Indicator 14. As of this reporting period, LHC would receive five (5) of 10 points.

FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

Currently 50% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are five of (10) points. LHC is currently doing an internal rating of five (5) points.

Participant's w/ Escrows

PIC Scoring	Internal Scoring
N/A	5

*Please note all PIC data is of 1/31/2022.

February 23, 2022

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

January 2022 Asset Management Monthly Report

CONTACT PERSON:

Doug Fleming
Executive Director
517-487-6550 Ext. 111

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 95% (not including the modernization units) at the end of January. LHC Unit Months Leased (UML) was 386 (with units in MOD) or 95% occupancy rate. LHC maintained a 95% occupancy level, which does not meet the 96% recovery plan occupancy goal.

Public Housing (PH) Scattered Sites occupancy was 97% at the end of January. There were zero (0) household moved in, zero (0) resident moved out, and zero (0) unit transfers. The total units occupied was 297 which equals 97%. At the end of January, PH scattered sites had a total of 110 open work orders.

LaRoy Froh occupancy was 89% at the end of January. There was zero (0) household moved in, zero (0) resident moved out, zero (0) unit transfers. The total units occupied was 89 which equals 89%. At the end of January, LaRoy Froh had a total of 90 open work orders.

OCCUPANCY:

Site	Total Number of Units	UML Occupied 1st day of month including MOD units	Gross (including MOD Occupancy rate)	Move Ins	Move Outs	Transfer Units	Total MOD Units
PH Scattered Sites	306	297	97%	0	0	0	0
LaRoy Froh	100	89	89%	0	0	0	0
Totals	406	386	95%	0	0	0	0

RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
PH Scattered Sites	\$ NA	\$ NA	\$ NA	TBD
LaRoy Froh	\$ 17,289	\$	\$ 0	186%
Totals	\$ 17,289	\$ 0	\$ 0	186%

PH Scattered Sites Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacant	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
5018 Starr	5	6-30-21	208	10-27-21	\$1200	Carpentry work being assigned for completion
2119 Forest	2	11-30-21	62	1-30-22		Cleaning getting done
5840 Pheasant	3	7-1-21	208	10-22-21	TBD	Carpentry work being assigned for completion
4343 Glenburne	2	3-12-21	308	10-27-21	\$1250	Applicant assigned
4151 Glenburne	2	9-16-20	453	9-9-21	\$1275	Processing/pulling applications
2165 Forest	2	3-2-21	374	10-22-21	\$1800	Carpentry work being assigned for completion
124 Howe	4	6-23-21	213	9-15-21	\$2250	Complete restoration required
1507 Robertson	3	2-10-21	368	9-11-21	\$1675	Move in scheduled for 9-22-21
636 Hayford	3	6-24-21	195	TBD	TBD	Getting painted and cleaned

LaRoy Froh Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
2332 Reo	2	3-12-21	323			Completing Rehab
2212 Reo	3	10-22-20	495			
2440 Reo	3	11-19-20	457			
2508 Reo	3	2-10-21	353			
2220 Reo	3	4-30-21	276			
2520 Reo	2	4-30-21	276			
2224 Reo	5	4-28-21	279			
2448 Reo	4	4-25-21	280			
2536 Reo	2	9-12-21	133			
2534 Reo	3	11-19-21	80			
2532 Reo	3	11-5-21	86			



Lansing Housing Commission (LHC)

December Board Meeting

February 23, 2022

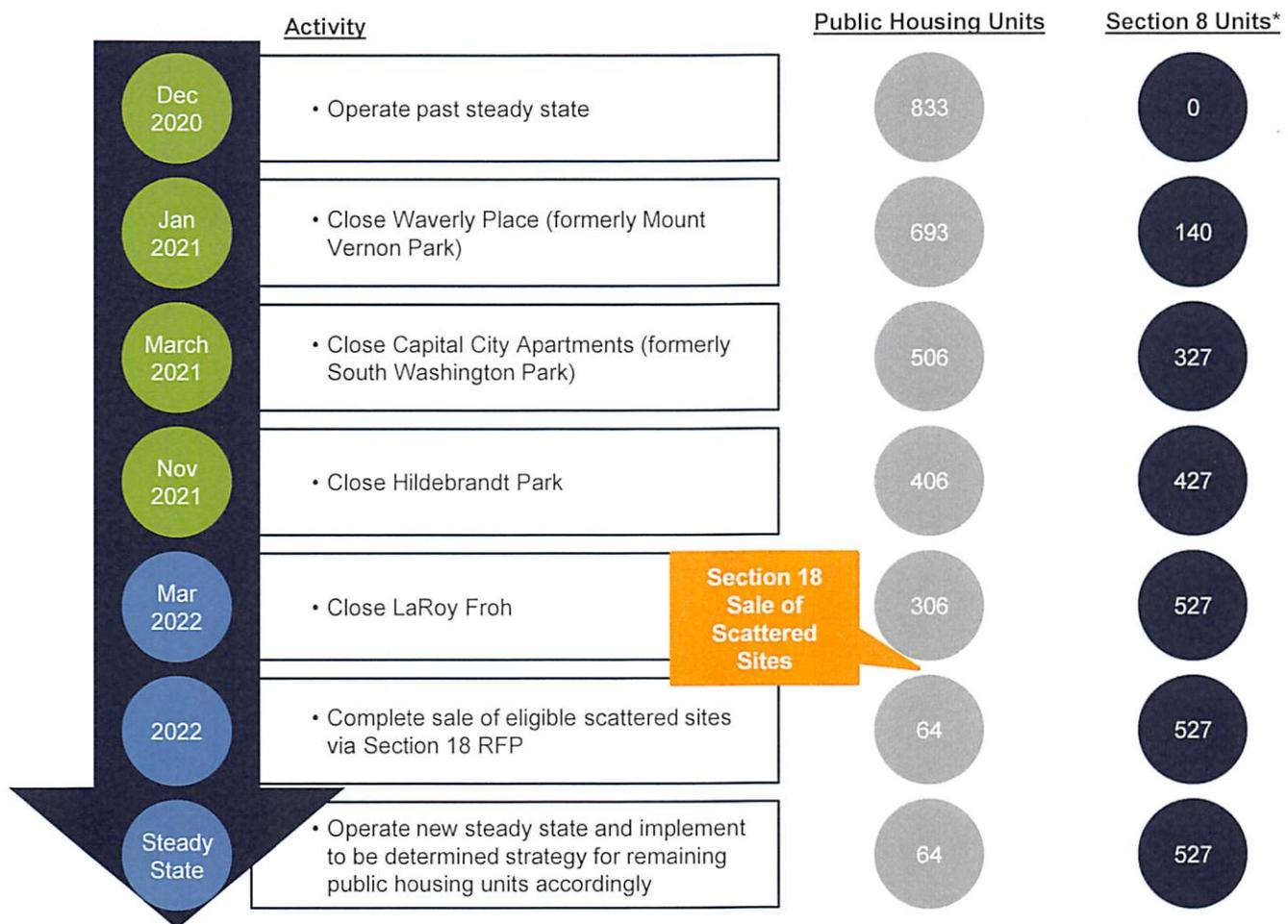
Agenda

1

Section 18 Update

2

The transition from public housing to Section 8 reached another milestone with the closing of Hildebrandt Park



HUD's Section 18 program encourages the demolition or disposition of suboptimal or inefficient assets to improve housing in the community

HUD Initiative

Details

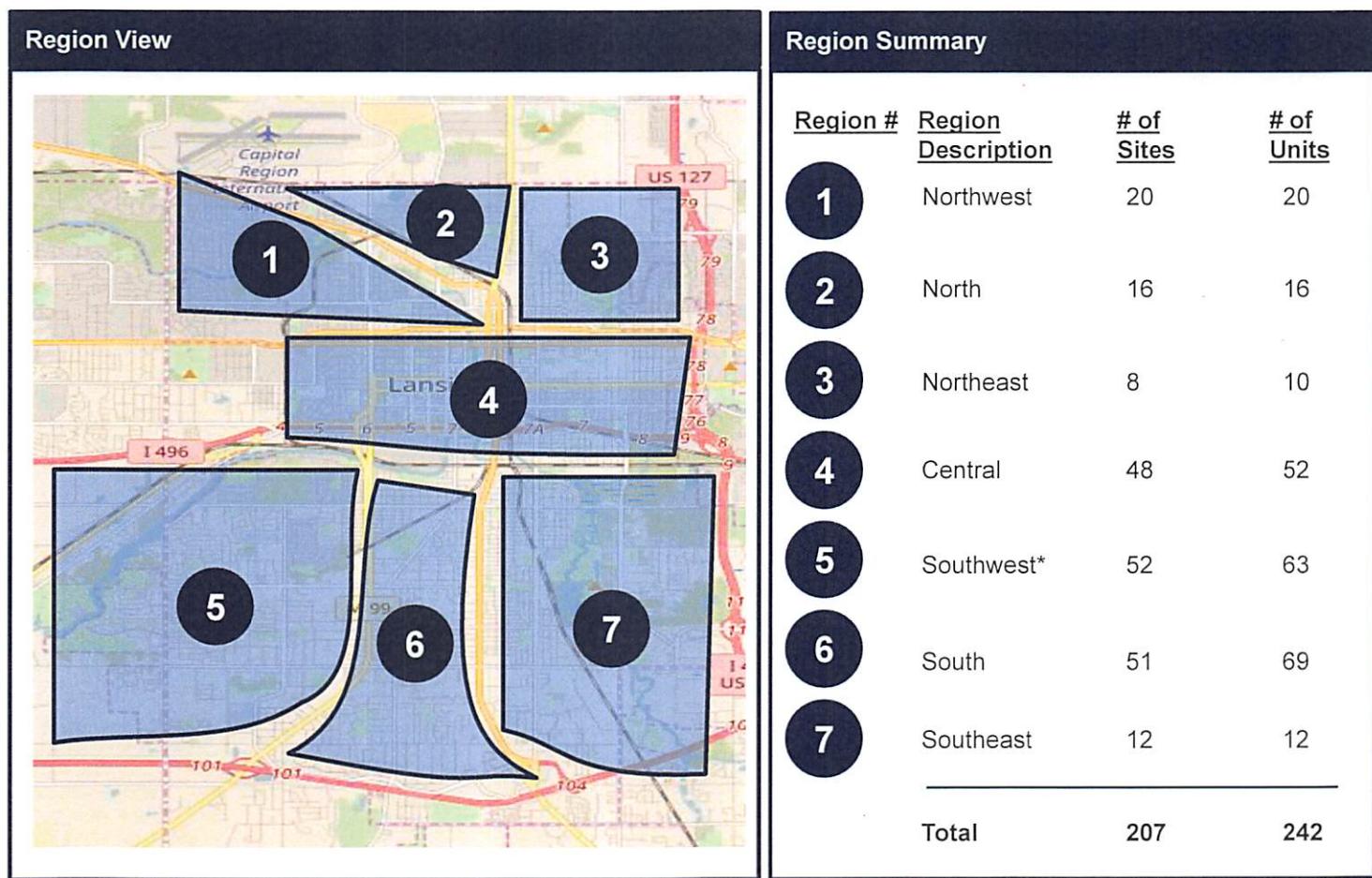
Benefits

Section 18
Disposition
(Non-contiguous
sites)

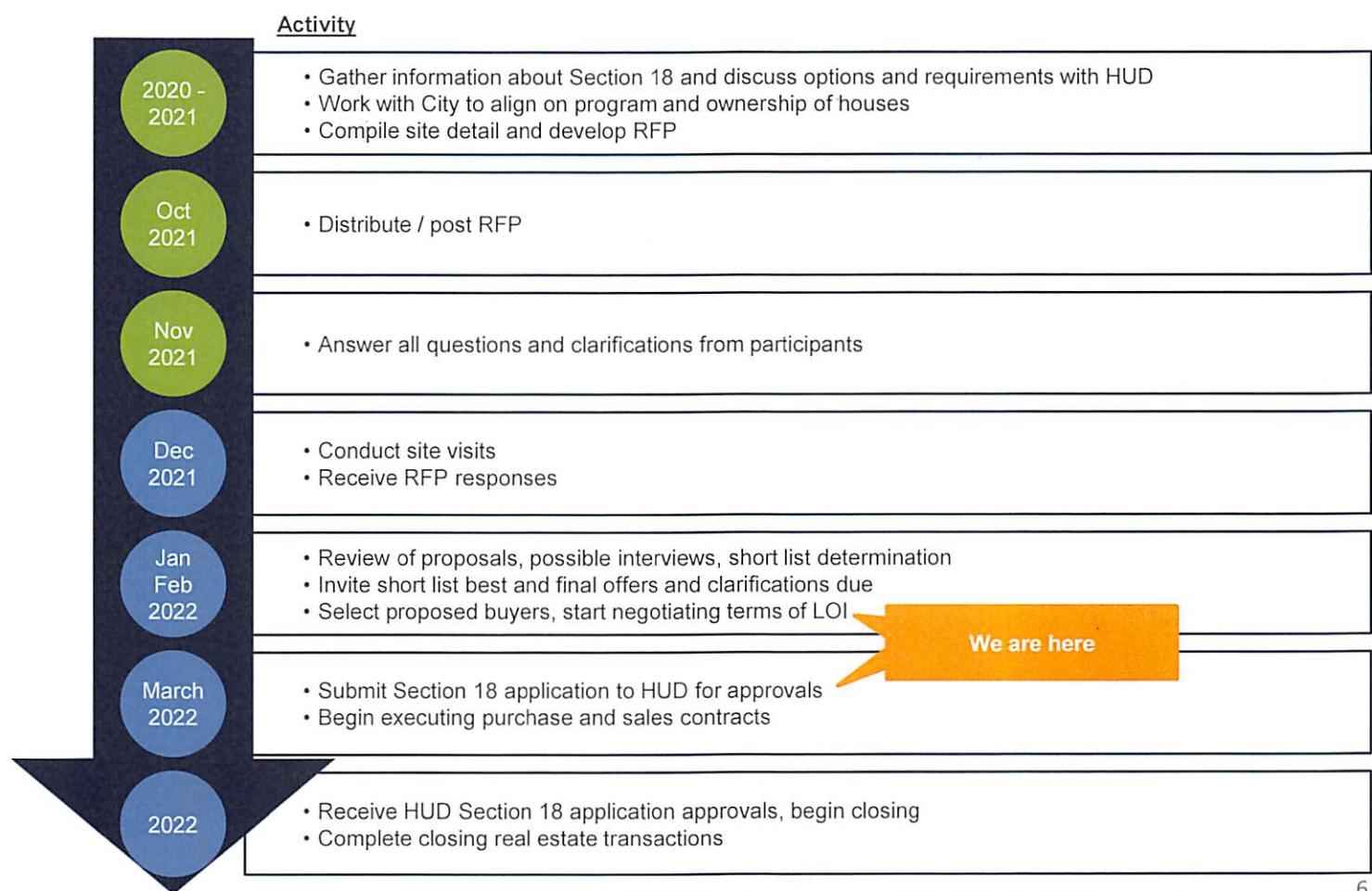
- Authorizes the demolition or disposition of public housing units meeting the program criteria
- Establishes opportunities to raise funds for capital improvements through demolition or disposition
- Determines qualifications based on physical condition and unsustainable operations to properly maintain
- Includes resident relocation rights and potential homeownership opportunities
- Replaces disposed asset with new HUD vouchers
- Outlines rules and regulations for future use of funds
- Requires environmental review, approved by responsible entity

- Capital influx to further support affordable housing in the area
- Redirect capital to higher value activities
- Elimination of ineffective segments of portfolio
- Reduction of city violations and resident complaints tied to LHC

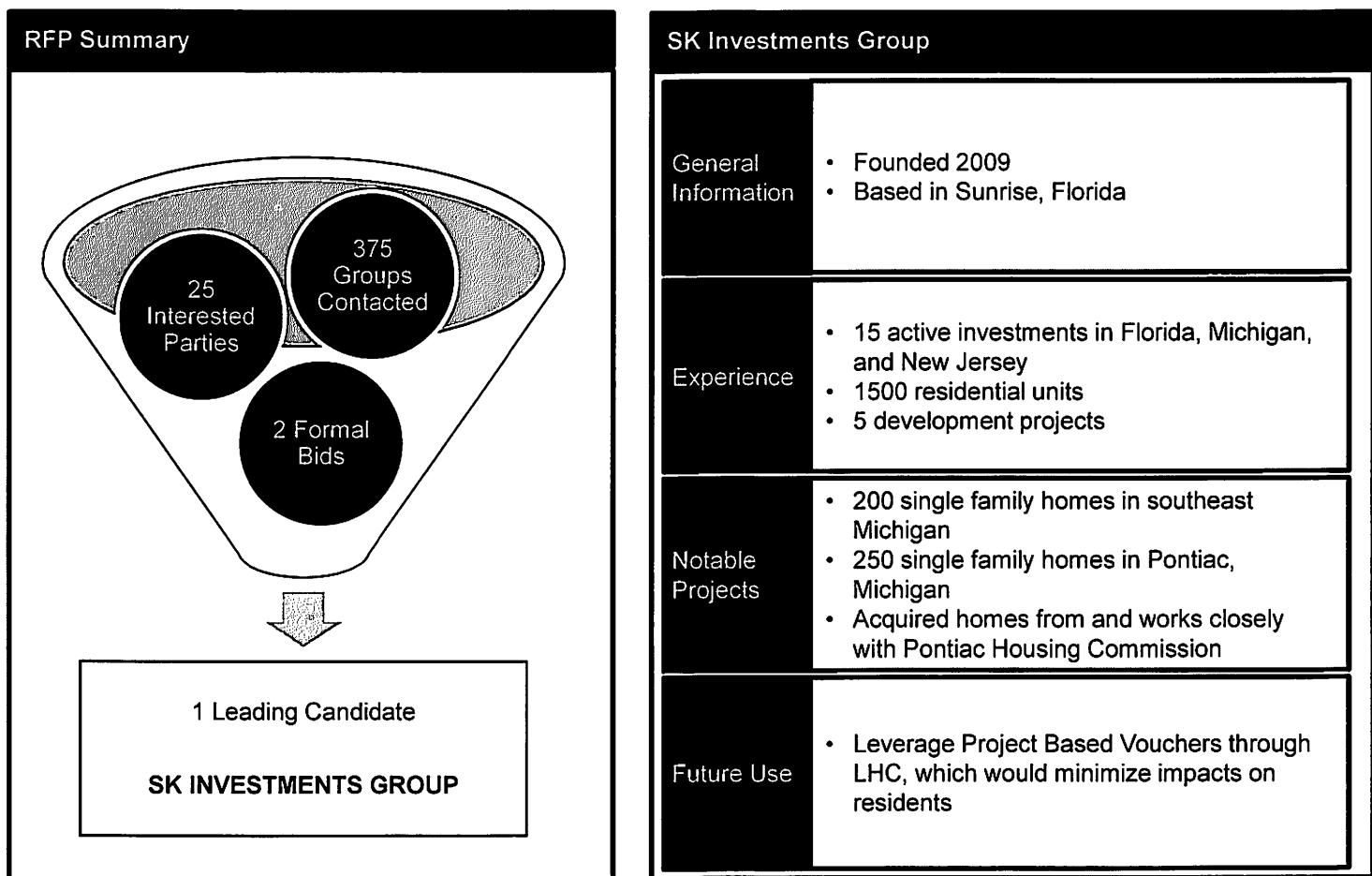
The Section 18 RFP includes a total of 207 sites and 242 units



The RFP to time of sale process which will include HUD final approval will continue throughout 2022



The RFP reached hundreds of organizations which led to interest from dozens and a compelling bid from SK Investments Group



The preliminary terms of the deal are good for the residents and community, as well as a fair market value transaction for LHC

Preliminary Terms		Financial Impact to LHC		
		Transaction Scenario Estimates	Low	High
Residents	<ul style="list-style-type: none"> Expected to stay in existing homes with voucher, assuming good standing and qualification Significant amount of communication will occur prior to closing transaction 	Potential Sales Revenue	\$16M	\$18M
Community	<ul style="list-style-type: none"> Committed to keeping homes affordable for 20 years Intend to work with community groups for resident services Inquired about LHC serving as management agent 	Soft Costs	\$2M	\$1.5M
Price	<ul style="list-style-type: none"> \$16M - \$18M <ul style="list-style-type: none"> Duplex \$140K Single Family 2BR - \$60K Single Family 3BR - \$70K Single Family 4BR - \$90K Single Family 5BR - \$100K Fair market value transaction Final number dependent on total units in transaction 	LHC Net Cash Gain	\$14M	\$16.5M
		<ul style="list-style-type: none"> Final sales revenue will be determined based on the number units sold in the transaction which will be dependent on HUD approval, environmental reviews, buyer due diligence, resident qualifications, etc. Final soft costs will be determined based on the number of units sold and transactional costs for each unit 		

The plan is to move forward with following steps and working with SK Investments Group to finalize terms of the transaction

- 1 Complete environmental assessments and work with the City of Lansing to sign off as the responsible entity
- 2 Continue discussions with HUD and submit draft Section 18 application
- 3 Continue to negotiate terms with SK Investments Group and enter into Letter of Intent / Purchase Sales Agreement
- 4 Conduct resident qualification assessments